

The City of Renton is accepting applications for

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## **PRO SHOP ASSISTANT**

**Maplewood Golf Course**

(Represented by 2170 AFSCME)

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**Salary Range: \$3,044 to \$3,705 per month**

**Date Opened: February 28, 2008**

**Date Closed: March 13, 2008**

### **APPLICATION PROCEDURE**

To be considered for this position in the Community Services Department, complete and return a **City of Renton Application, Supplemental Questionnaire, and Resume** on or before 5:00 pm on the closing date to HR & RM, 1055 South Grady Way, Renton, WA 98057. **Postmarks are not accepted.**

**Applications may be obtained by using the following options:**

- Download an application from the City's website, [www.rentonwa.gov](http://www.rentonwa.gov). Click on "City Jobs Available";
- Request an application via email at [bsandler@ci.renton.wa.us](mailto:bsandler@ci.renton.wa.us);
- Visit the Human Resources & Risk Management Department on the seventh floor at City Hall; or
- Call 425.430.7650.

### **NATURE OF WORK**

Under the direction of an assigned supervisor, provide excellent customer service, assist in training staff, and operate the point of sale system in an efficient and accurate manner.

### **REPRESENTATIVE ESSENTIAL DUTIES**

- Greet and welcome the golfing public in a friendly and helpful manner.
- Operate the point of sale system, including cash handling in an efficient and accurate manner.
- Assist in tournament administration and account posting.
- Perform inventory duties including check in, pricing, and display of merchandise.
- Direct and train part-time staff as required.
- Assist with junior camps and clinics
- Provide City of Renton forms and policy information to the public.
- Provide golf course rule information to the public.
- Perform cashiering duties as assigned; receive and count cash and issue receipts.
- Perform related duties as assigned.

*(Representative essential duties are intended to present the essential duties performed by employees in this class and may not reflect all of the duties performed on the job)*

### **WORKING CONDITIONS**

Work is performed both indoors and outdoors.

### **MINIMUM REQUIREMENTS**

Any combination equivalent to: graduation from high school and two years of golf shop experience.

### **LICENSES AND OTHER REQUIREMENTS:**

Some positions may require a valid Washington State driver's license.

### **SELECTION PROCEDURE**

- Applicants whose experience and qualifications most closely meet the requirements of the position as determined by the application materials will be invited to participate in a competitive selection process consisting of an oral board interview weighed at 100%.
- A minimum score of 70% on the oral board exam is required for placement on the eligibility list, and will be active for a for a six-month period. Top candidates on this eligibility list may advance for further consideration.

If you are invited to participate in the selection process and need ADA accommodation, please notify HR & RM at the time you are scheduled for testing. Healthcare provider documentation attesting to accommodation requirements shall be required prior to testing. Healthcare provider documentation, attesting to accommodation requirements, shall be required prior to testing.

**VETERAN'S PREFERENCE** – In accordance with RCW 41.04, veterans who meet criteria for Veteran's Preference and achieve passing scores on competitive employment examinations have 5 to 10% added to their final weighted score where a ranked eligibility list is established. If claiming Veteran's Preference, attach a copy of your DD214 to the back of the application. If the selection process does not include a competitively scored examination process with ranking, Veteran's Preference scoring criteria will not be applied **EOE-M/F-bcs2/08**